

How to apology in a formal email?

In this file, you will get the parts of an apology email and a sample.

Parts:

1. Subject line: the subject of the case happened.
2. Salutation: address the name of the recipient.
3. Body: start by statements like;
I apologize for
Please accept my sincere/ deepest apologies.
Please allow me to apologize for
I would like to express my deep regrets for
 - Describe what happened in details if possible.
 - Promise for a new plan in order not to repeat the mistake.
 - Admit you were wrong
 - Ask for forgiveness
4. End: *Again, I am sorry for misunderstanding, any inconvenience caused...etc.*
 - Signature

Format

The standards

Sample

Dear Mr. Abed,

I would like to express my deep regrets to postpone our meeting that is supposed to be on Monday at 5:00 pm. While I was looking at my schedule, I notice that I have another meeting with another manager. That was my mistake; I forgot to check my timetable before planning a meeting with you. I am still interested in meeting you, I regretfully will have to reschedule, will Wednesday, 5:00 pm. be fine with you?

Again, please accept my sincere apologies.

Yours Faithfully

Ahmad Muhammed

Vice president/ MIC Company

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